



Constitution of the Otago Sāmoan Students' Association

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PART ONE: INTRODUCTION

Section 1 - Name of the Club

- 1.1 The name of the Association shall be the **Otago Samoan Student Association**,
otherwise known as “**OSSA**”

Section 2 - Interpretations

Unless a contrary interpretation appears, the following as to be interpreted as:

- 2.1 **OSSA** shall mean the **Otago Samoan Student Association**
- 2.2 “*The Club*” will be referring to **OSSA**
- 2.3 **OUSA** shall mean the **Otago University Student Association**
- 2.4 **UOPISA** shall mean the **University of Otago Pacific Island Student Association**
- 2.5 **OPSA** shall mean the **Otago Polytech Student Association**

Section 3 - Objective of the Club

- 3.1 The objective of this club shall not, in any significant way, contradict the objectives or
rules of OUSA

The objectives of OSSA are as follows:

- 3.2 To have foundations in service values; and
- 3.3 To provide a safe space for those who are of Samoan heritage or interested in
the Samoan culture and traditions; and
- 3.4 To provide opportunity to share and enhance learning and development of skills
academically and encourage students in their studies; and
- 3.5 To offer activities involving sports, creative arts and other forms of recreation that is
culturally specific to fa’a Samoa

Section 4 - Common Seal of OSSA

- 4.1 The Common Seal (or logo) of the Association is attached below in Schedule 1

PART TWO: MEMBERSHIP

Section 1 - Membership

1.1 *Ordinary Membership*

- I. Membership of the Association shall be open to all Tertiary Students in Dunedin, affiliated with either OUSA, UOPISA or OPSA.

1.2 *Exceptional Membership*

- I. Membership to the Association shall be extended to individuals, who are not enrolled in Tertiary Study, who are involved with the Associations Activities as approved by the OSSA Executive team.

- 1.3 Membership will commence once registration is received; via sign up days, google form submission or other formal registration opportunities.

- 1.4 An up to date record of membership is to be kept electronically.

Section 2 - Suspension and Expulsion

- 2.1 A club member may not be suspended or expelled unless formally done so in an SGM.

2.2 *Process of Suspension or Expulsion*

- I. A formal written notice is to be sent to the member in question two weeks prior to the SGM. The formal notice is to outline the grounds of the allegations and proposed charges, as well as the time and place of the SGM.
- II. The member may submit their defense either in person at the SGM, or have their defense read on their behalf through formal submission.
- III. The motion to expel the member must have a $\frac{2}{3}$ rd positive majority to pass.
- IV. The member is to be informed within 24 hours, through formal writing, of the motions outcome and length of their suspension or the commencement date of their expulsion.

- V. An expelled/suspended member has the right to appeal the decision reached to the OUSA Executive.

2.3 *Criteria for Suspension of Expulsion*

- I. A member who has been expelled from the University of Otago or the Otago Polytechnic may face expulsion or suspension from OSSA.
- II. Otherwise, the criteria is at the discretion of the OSSA Executive.

PART THREE: OUSA and UOPISA

Section 1 - Affiliation

- 1.1 OSSA is affiliated to OUSA.
- 1.2 OSSA is affiliated to UOPISA.
- 1.3 The objectives and actions of OSSA will remain consistent with the OUSA and UOPISA Constitution.

Section 2 - Liabilities incurred

- 2.1 OUSA will not be responsible for any liabilities or debts incurred by OSSA.

PART FOUR: EXECUTIVE

Section 1 - The Officers

- 1.1 The officers of OSSA Executive team shall not exceed 15 members, and shall include;
 - A. President
 - B. Vice President
 - C. Treasurer

- D. Secretary
- E. Academic Representatives (max of 2)
- F. Cultural Representatives (max of 2)
- G. Sports/Social Representatives (max of 2)
- H. Welfare Representatives (max of 2)
- I. Public Relations Representative
- J. Polytechnic representative

Section 2 - Election of Officers

- 2.1 Officers are to be elected at either an Annual General Meeting (AGM) or Special General Meeting (SGM).
- 2.2 Every candidate running must be an enrolled student at the time of their election.
- 2.3 Candidates running for President, Vice President, Treasurer or Secretary must be (at least) in their second year of tertiary study at the time of their election.
- 2.4 Once elected, Officers shall officially hold the position for one year, from January 1st following their election till December 31st of that subsequent year
- 2.5 Candidates running for President, Vice-President, Secretary, Treasurer, and Cultural Representatives should be individuals of Samoan descent.
- 2.6 Candidates running for President must have previously held an executive role on one of UOPISAs' affiliated member associations'
- 2.7 Candidates who have been nominated for an executive role must be present at the time of the Annual General Meeting or Special General Meeting to accept their nomination. If the candidate fails to be physically or virtually present at either, the nomination is then forfeited

Section 3 - The Role of the Executive

- 3.1 There shall be no more than 15 officers, and no less than 10.
- 3.2 If a second representative for any of the roles E-H (as listed above under Section 4, 1.1) cannot be found, one representative will suffice.
- 3.3 The role and job description of each Executive Officer shall be in accordance

with Schedule 2 of this constitution.

Section 4 - Cessation of Executive Members

4.1 *Unjustified absence from duties*

- I. An Executive member must provide a valid excuse (these limited to work, classes, sporting or community commitments, exam or assignment preparation that is due the next day, family events or illness) within 24 hours of an ordinary meeting or OSSA event.
- II. If a member fails to do so 3 times, their continuation as a member of the Executive will be put to vote against the remainder of the Executive officers.
- III. If a $\frac{2}{3}$ majority is reached in favour of removal, the Executive member in question will be asked to resign and henceforth yield their position on the Executive team.

4.2 *Formal Resignation*

Any Executive member may resign their membership by giving a formal written notice of their registration to the President.

4.3 *Abuse of Power*

- I. If an Executive officer abuses the power as entitled to them under Part 2 section 2.3, their continuation as an Executive officer will be put to vote against the remainder of Executive officers.
- II. If a $\frac{2}{3}$ majority is reached in favour of removal, the Executive member in question will be asked to resign and henceforth yield their position on the Executive team.
- III. *Abuse of Power* can be understood as a suspension/expulsion of another member on the grounds of personal relation or gain.

Section 5 - Vacancies on the Executive

5.1 The position of an officer on the Executive will only become vacant by:

- A. Resignation; or
- B. Death or incapacitating illness; or
- C. Cessation of OSSA membership.

5.2 In the event of any vacancy, including when an SGM or AGM fails to elect a member to the vacant position, the Executive shall appoint (from within the elected officers) an

Executive member to act in the capacity of the vacant role until a new member is elected.

PART FIVE: MEETINGS

Part 1 - General Meetings

1.1 Any member of the Executive may call general meetings.

1.2 *Meeting Frequency*

- I. The first general meeting of the newly elected Executive should be called within fourteen days of the AGM.
- II. During their year in office, general meetings should be called at least once a fortnight.
- III. General meetings can be called at any time during the Executive Officers term, from January 1st to December 31st of that subsequent year
- IV.

1.3 *General Meeting Etiquette*

- I. Quorum shall be five members.
- II. The meeting shall lapse if quorum is not reached, or lapses during the course of the meeting.
- III. Decisions made and resolutions reached in general meetings shall be binding on the Executive unless unconstitutional.
- IV. A motion can only be passed if a majority of members present vote in favour.
- V. If there is an equal outcome for passing motions, the president will cast the deciding vote.

Part 2 - Annual General Meetings (AGM)

2.1 The AGM shall be held in semester two of the academic year, at the location and time decided by the Executive.

2.2 The AGM is to be held for the following reasons:

- I. To present a report of proceedings from the current year and a statement of the club accounts; and
- II. To elect the Executive officers for the following year; and
- III. To conduct any general business.

2.3 *AGM Etiquette*

- I. The AGM is to be chaired by the President of UOPISA. In their absence, the OSSA executive office will arrange for a third neutral party to preside over the AGM
- II. Every motion must be moved by a member of OSSA, and seconded by another.
- III. Every member present is entitled to one vote.
- IV. If the votes on a motion are equal, the Chair shall cast a deciding vote.
- V. The quorum of an AGM will be 6 members of OSSA.

Part 3 - Special General Meetings (SGM)

- 3.1 An SGM may be called by any member of the Executive, for their own intention or on behalf of a formal complaint/issue raised by a regular member of OSSA.
- 3.2 A SGM is to be held for the following reasons:
 - I. To elect an officer into a vacant Executive position; or
 - II. To address issues raised by members of OSSA; or
 - III. To conduct general business.
- 3.3 An SGM is to abide by the same rules as an AGM, therefore 2.3 of Part 5 applies.

PART SIX: FINANCE

Section 1 - Control of OSSA Finance

- 1.1 The funds of the Club shall be controlled by the Treasurer.
- 1.2 It is recommended that the current Executive team leave an approximate of \$1000 in the account for the incoming executive team.

PART SEVEN: DISAFFILIATION, DISSOLUTION AND AMENDMENTS

Part 1 - Disaffiliation of the Club from OUSA

- 1.1 The Club may disaffiliate from OUSA at any time by notifying OUSA in formal writing.
- 1.2 The notification will outline the reasons as to why OSSA has chosen to disaffiliate.
- 1.3 The decision to disaffiliate shall only be made at an AGM or SGM, with 2/3 majority of votes in favour of the disaffiliation.

Part 2 - Dissolution of the Club

- 2.1 If the Executive Officers are unable to be contacted using all possible means for a period of six months, the club will be deemed dissolved.
- 2.2 Upon dissolution of the Club:
 - I. All funds remaining after debts have been cleared will be distributed to a not-for-profit organisation decided by the Executive Officers;
 - II. All assets will be distributed to a not-for-profit organisation decided by the Executive Officers.

Part 3 - Amendments of this Constitution

- 3.1 There shall be no more than 13 Officers, and no less than 10
- 3.2 These rules can only be added to, repealed or amended by majority vote at an AGM or SGM of the club.
- 3.3 Members must be notified of any Constitutional Amendments (5) days prior to the date of the Annual General Meeting or Special General Meeting
- 3.4 All constitutional amendments passed at an Annual General Meeting or Special General Meeting will come into action effective immediately

SCHEDULE 1: OSSA LOGO



The OSSA logo is to be affixed to any official correspondence done on behalf of the association.

SCHEDULE 2: EXECUTIVE JOB DESCRIPTION

The following outlines the job descriptions and responsibilities of each Executive Officer. However, the list is not exhaustive, responsibilities can be altered. This is at the discretion of the Executive team.

1. President

The President is the primary elected representative of members of OSSA. The President will lead OSSA as their main spokesperson.

In their capacity they will chair both Executive and General Meetings, be the key liaison with other associations and represent OSSA for all internal and external affairs.

2. Vice President

In the President's absence, the Vice-President shall exercise all the powers and duties of the President where necessary and appropriate.

The Vice President is responsible for maintenance of the internal administrative functions including maintenance of internal policy, oversight of the legislative requirements of OSSA and monitoring its strategic goals.

3. Treasurer

The Treasurer is responsible for the coordination and oversight of OSSA's financial performance as well as administering and monitoring its finances.

4. Secretary

The Secretary is responsible for the coordination and oversight of administrative tasks. These include making room bookings for executive and general meetings, organising room bookings for OSSA events, keeping a true and correct record of meeting minutes, and managing correspondence between OSSA and external parties through the association email.

5. *Academic Representative*

The Academic representatives main purpose is to organize and coordinate OSSA Academic events, and to liaise with the Academic staff of both Otago University and Polytechnic. Additionally, it is within their function to connect and maintain relationships with Secondary institutions.

6. *Cultural Representative*

The Cultural representatives are in charge of facilitating all cultural activities within the Association. They are coordinators of cultural practices in relation to OSSA events.

7. *Sports and Social Representative*

The Sports/Social representatives are in charge of all sporting and social activities. They are coordinators of any sporting practices related to upcoming OSSA events.

8. *Welfare Representative*

The Welfare Representatives are in charge of coordinating welfare and worship events in association with OSSA.

9. *Public Relations Representative*

The Public Relations Officer is in charge of producing and distributing all promotional material related to OSSA events. They manage all of the Association's social media platforms.

10. *Polytechnic Representative*

The Polytechnic Representative is the link between the University students and the Polytechnic students. They are, in their capacity, to build and maintain relations between the institution and encourage OSSA events at the Polytech. In doing so they have the flexibility to collaborate with any of the events facilitated by their executive members. In doing so it will foster the bridge of bringing together the institutions.

